GAMING TIME KEEPER

Hey there, thanks for helping out!
We can't put on shows without all our wonderful volunteers.

Basic explanation:
- The gaming Timer Keeper sits in the crows nest at the Enumclaw Expo Center. This is an excellent place to watch the events!
- You must be comfortable working with a computer and google sheets (excel) this is what we use to record the times
- After the rider has crossed the time line you record the time showing on the timer box in the appropriate box on your computer.
- If the rider has scratched the class you'll see 11111 in the run time box

- ☐ When the rider enters the ring:
    - ☐ Make sure the timer is not running
        - ☐ There is a black button on the timerbox that will stop the timer
    - ☐ Double check their number with your entry box on the computer
    - ☐ If any of these things are not in place ask announcer to hold and correct the problem:
        - ☐ Figure out which rider this is
        - ☐ Stop the timer
        - ☐ Do not do this on a regular basis, you should be able to correct and check on the fly
- ☐ After the run:
    - ☐ Enter the time from the timer box into your computer
    - ☐ Watch the judge for penalties and additional seconds
        - ☐ If there are 5, 10 or more seconds added then add this to the penalty box for that rider on the computer
        - ☐ If it's a "no time" then enter 22222 in the run time box on your computer
    - ☐ Double check your entry against the timer box (making sure the decimal point is in the right spot)
    - ☐ Prepare for the next rider

- ➢ Be aware that there are formulas embedded in the file, so do not copy, paste, delete or otherwise alter any of the cells in the file
  - ○ If you need to correct number in the cell, click out of the cell then click back in and type in the correct number
- ➢ ONLY enter the number on the timer box, and any penalties the judge awards
  - ○ If you are found to be purposefully entering faster times for certain riders:
    - ■ You will be removed from the job and not allowed to do it again
    - ■ The rider(s) will be excused from the show and will lose all their times/placings, moving any riders placed below them up to higher placings, and participation will not count
    - ■ Yes, we've had adults attempt this in years past, don't worry we can tell the difference between a mistake and intention.

If you run into any problems alert the announcer or a member of the office staff **IMMEDIATELY**. It is **SO MUCH HARDER** to fix issues at a later time. It's relatively easy to fix issues if we catch them right away. Remember, we've all been there, we've all done this job and have made mistakes. But we work hard to fix any issues to prevent as many mistakes as possible and we always fix the mistakes.
- ➔ As long as the timer box hasn't been turned off, we can go back through the last few times logged in on the timer box to help solve issues.

!!!!!NO DISTRACTIONS! When there are excessive or disruptive people in the crows nest the likelihood of mistakes increases tenfold. No kids, helpers, friends or visitors in the crows nest. Only the timekeeper and announcer, and office staff member when needed.

I know there's a lot of intimidating points on this training, however, the job is relatively easy. We just want to make sure that everyone understands what to do in certain situations and when problems arise.

- ➢ As always if you have a question, never hesitate to ask! The only dumb question is the one you don't ask.